

Position: Federal Grants Manager
Division: Program Management Office
Compensation: \$90,000 - \$100,000 annually (plus benefits)

Manage and oversee all aspects of the City's participation in the Federal Emergency Management Agency (FEMA) Public Assistance program. Responsible for the status and progress of all FEMA funded recovery projects and reimbursements. Ensure projects are properly versioned for storm damage, ensure FEMA grants management facilitates the delivery of capital projects on time and on budget. Serve as liaison to FEMA and the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP). Oversee related City staff and contractors to track version requests, reimbursements, site visits, major City policy initiatives related to FEMA Public Assistance, and all Public Assistance correspondence.

Candidate must possess ability and experience in the management of complex projects through establishing and achieving goals and objectives, meeting timelines, and ensuring compliance with program requirements. Demonstrate knowledge and experience with the principles, concepts and practices of the civil engineering and construction fields, and the ability to apply such knowledge to the repair and reconstruction of public infrastructure. Must have experience working with public or private sector and the ability to develop effective relationships at all levels of government in order to achieve program goals and have the ability to communicate effectively. Seven to fifteen years project management experience in FEMA Public Assistance, architecture or construction with a track record of successful delivery of projects and initiatives. Strong written and interpersonal skills, strong organizational skills, and must possess the ability to prioritize assignments. Must exhibit strong proficiency in Microsoft Word, Excel, and PowerPoint.